



Minutes - APPROVED

Public Records Board

June 13, 2022; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Laundrie, Abbie Norderhaug, Erin Scharlau, and Melissa Schmidt

- 1) **Call to Order:** 1:02 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of March 21, 2022, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the March 21, 2022, minutes be approved as submitted. The motion was approved. Staci Hoffman joined the meeting after this vote.

Member	Aye	No	Abstain
James Friedman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau			X
Melissa Schmidt	X		
Paul Ferguson	X		

3) **Committee Reports**

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Second Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on May 10, 2022. He noted that there were no significant issues raised at the Committee meeting and referred everyone to the responses listed. He overviewed the withdrawals made since the meeting.

Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible.

Paul Ferguson moved, seconded by Staci Hoffman, that RDAs on the index be approved as submitted with the exception of 3 RDAs: 8 submitted by the Dept. of Financial Institutions, 27 submitted by the Bureau of Public Lands, and 172 submitted by the Bureau of Ag, Trade and Consumer Protection. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X*		

* Paul Ferguson abstained from the vote regarding the Department of Justice’s submission.

Paul Ferguson moved, seconded by Julie Laundrie, that RDA 172 submitted by the Bureau of Ag, Trade and Consumer Protection be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. Operations and Training Advisory Committee (OTAC):

- i. **Revised Facilities GRS, FAC00082, Monitoring and Surveillance Recordings:** The Committee Chair, Julie Laundrie, recapped the Board discussion at the March 21, 2022, meeting and overviewed the history of the FAC00082 RDA. The Committee has drafted two RDAs for the Board to review and discuss. The bifurcated approach separates records with and without incidents more clearly while still being practical for management of the records. FAC00082, Monitoring and Surveillance Records – With Incident, will have the same 120-day retention and FAC0082A, Monitoring and Surveillance Records – Without Incident, will have a 3-day retention. Board members discussed the proposed drafts, their concerns, and asked questions.

Staci Hoffman moved, seconded by Erin Scharlau, that FAC00082 and FAC0082A be approved as submitted and that the Board review the RDAs in three years. The motion was approved.

Member	Aye	No	Abstain
James Friedman		X	
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

4) **Adjourn:** Paul Ferguson moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:12 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	N/A		
Paul Ferguson	X		

Next scheduled meeting: August 29, 2022.